



## **CHAUFFEUR**

The U.S. Mission in Canberra is seeking eligible and qualified applicants for the position of Chauffeur within the Marine Detachment.

Salary: A\$48,027 p.a. + superannuation benefits

Schedule: Monday to Friday Afternoons/Evenings  
3.30pm-12.00am (attracts shift loading)

**All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.**

**Incomplete applications will not be considered, so please review the how to apply instructions carefully.**

1. Completion of high school education (Year 10) is required.
2. 2 years of professional driving experience is required
3. Level 3 (Good Working Knowledge) English is required. This may be tested.
4. A current unrestricted driver's license is required.

For instructions on how to apply, please refer to the [duties and responsibilities statement.](#)

Forward letter, response to the selection criteria, and resume to the Regional Human Resources Office, via email to: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)  
By **January 29, 2016.**

Offers of employment are subject to medical and security clearances.

***Note:*** Only short listed applicants will be contacted.

# Duties and Responsibilities Statement

**POSITION TITLE: CHAUFFEUR**

**POSITION GRADE LE- 3  
(STARTING SALARY A\$48,027)**

## **DUTIES AND RESPONSIBILITIES**

### **Basic Function of the Position**

The primary assignment of this position is that of Chauffeur to the Marine Security Guard Detachment.

### **Major Duties and Responsibilities**

#### **A. Chauffeur**

- Operates passenger and non-passenger carrying vehicles for transporting the Marine Security Detachment within the city and its environs. On occasion may be required to travel outside the city as directed by the Detachment Commander only.
- Meets VIP's upon arrival and assists with information and rendering appropriate assistance during visits.
- Performs messenger services for the MSG Detachment as directed by the Detachment Commander.
- Completes special assignments as directed by the Detachment Commander.
- Chauffeurs the Detachment to meetings and other functions.
- Transports and renders appropriate assistance to visiting VIPs during visits.
- Performs messenger services for the Detachment Commander as assigned.
- Complete special chauffeur assignments as requested by the Detachment Commander.
- Must be able to lift 25 Kilos
- Other duties as required by the Detachment Commander.
- Must be able to work afternoons/evenings.

#### **B. Auto Maintenance**

- Responsible for maintaining daily fuel and official trip tickets, maintenance and operating costs for the assigned vehicle. Checks the engine and general mechanical conditions on a daily basis to ensure the vehicle is safe and fit for the road. Informs MSG Detachment when the vehicle is due for service and for any necessary repairs.
- Responsible for cleaning and polishing (interior and exterior) the vehicle to ensure it is maintained at the highest standard at all times.

## **SELECTION CRITERIA**

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Completion of high school education (Year 10) is required.
2. 2 years of professional driving experience is required
3. Level 3 (Good Working Knowledge) English is required. This may be tested.
4. A current unrestricted driver's license is required.

## **FOR FURTHER INFORMATION**

The complete position description listing all duties and responsibilities may be obtained by contacting the Human Resources Office. Contact Tanya King at (02) 6214 5746.

## **SELECTION PROCESS**

When qualified, applicants who are U.S. Citizen Eligible Family Members (USEFMs) and/or preference-eligible U.S. Veterans are given preference in hiring. Therefore, it is essential that these applicants make themselves known as having a hiring preference and specifically address the selection criteria above in the application.

## **HIRING PREFERENCE ORDER**

- (1) USEFM who is **ALSO** a preference-eligible U.S. Veteran
- (2) USEFM **OR** a preference-eligible U.S. Veteran
- (3) FS on LWOP

## **ADDITIONAL SELECTION CRITERIA**

1. Management may consider the following when determining successful candidacy: nepotism, conflict of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.

4. The candidate must be able to obtain and hold a but Sensitive But Unclassified security clearance.
5. Candidates who are EFMs, USEFMs, AEFM, or MOHs must have at least one year remaining on their sponsor's tour of duty to be considered eligible to apply for this position at the time of the announcement closing.

## HOW TO APPLY

You **must** explain how you meet **all** of the requirements of the vacant position. Only those candidates providing specific and comprehensive information supporting each of the essential selection criteria of the job advertisement will receive further consideration for the position. Your job application **must** consist of the following documents:

- ✓ Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See "For Further Information" above):
- ✓ A current resume or curriculum vitae and;
- ✓ A document addressing the selection criteria with specific and comprehensive information supporting each item,
- ✓ (If applicable) Candidates must provide evidence of their eligibility to work in Australia by providing a copy of their work visa or permit, or residency, and;
- ✓ **IMPORTANT:** Applicants claiming a U.S. Veteran's preference **must** submit written documentation confirming eligibility (e.g., Member Copy 4 of Form DD-214, Letter from the Veteran's Administration, or certification documenting eligibility under the VOW Act with an expected discharge no later than 120 days after the certification is submitted) by the closing date of the vacancy announcement. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veteran's preference will not be considered in the application process. Specific criteria for receiving a U.S. Veteran's preference may be found in HR/OE's Family Member Employment Policy (FMEP).
- ✓ Any U.S. Veteran who applies **must** also indicate whether they wish to invoke their preference.

## INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

You may also include any other documentation (e.g., essays, certificates, awards) in support of your application and in addition to the information provided above.

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMIT WITH ONE YEAR WORK APPROVAL TO BE ELIGIBLE FOR CONSIDERATION.**

## **WHERE TO APPLY TO**

Regional Human Resources Office  
(POC: Tanya King  
Email: [usaembrhro@state.gov](mailto:usaembrhro@state.gov)

## **EQUAL EMPLOYMENT OPPORTUNITY**

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A - DEFINITIONS

**Eligible Family Member (EFM):** An EFM for employment purposes is defined as an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term “child” shall include, in addition to natural offspring, stepchild, adopted child, and a child under legal guardianship of employee, spouse, or same-sex domestic partner when such child is expected to be under legal guardianship until 21 years of age and when dependent upon and normally residing with the guardian; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

**U.S. Citizen Eligible Family Member (USEFM):** A USEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee’s post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Appointment Eligible Family Member (AEFM):** An AEFM is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does NOT currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

**Member of Household (MOH):** A MOH is an individual who meets **all** of the following criteria.

- A MOH is someone who accompanies or joins a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and
- A MOH must be officially declared to the COM by the sponsoring employee as part of his/her household; and
- A MOH is under COM authority;
- A MOH may include a parent, unmarried partner, other relative, or adult child;
- A MOH may or may not be a U.S. Citizen;
- A MOH is **not** an EFM;
- A MOH is **not** listed on the travel orders or approved Form F-126 of a sponsoring employee.

**Not Ordinarily Resident (NOR)** – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

**Ordinarily Resident (OR)** – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.